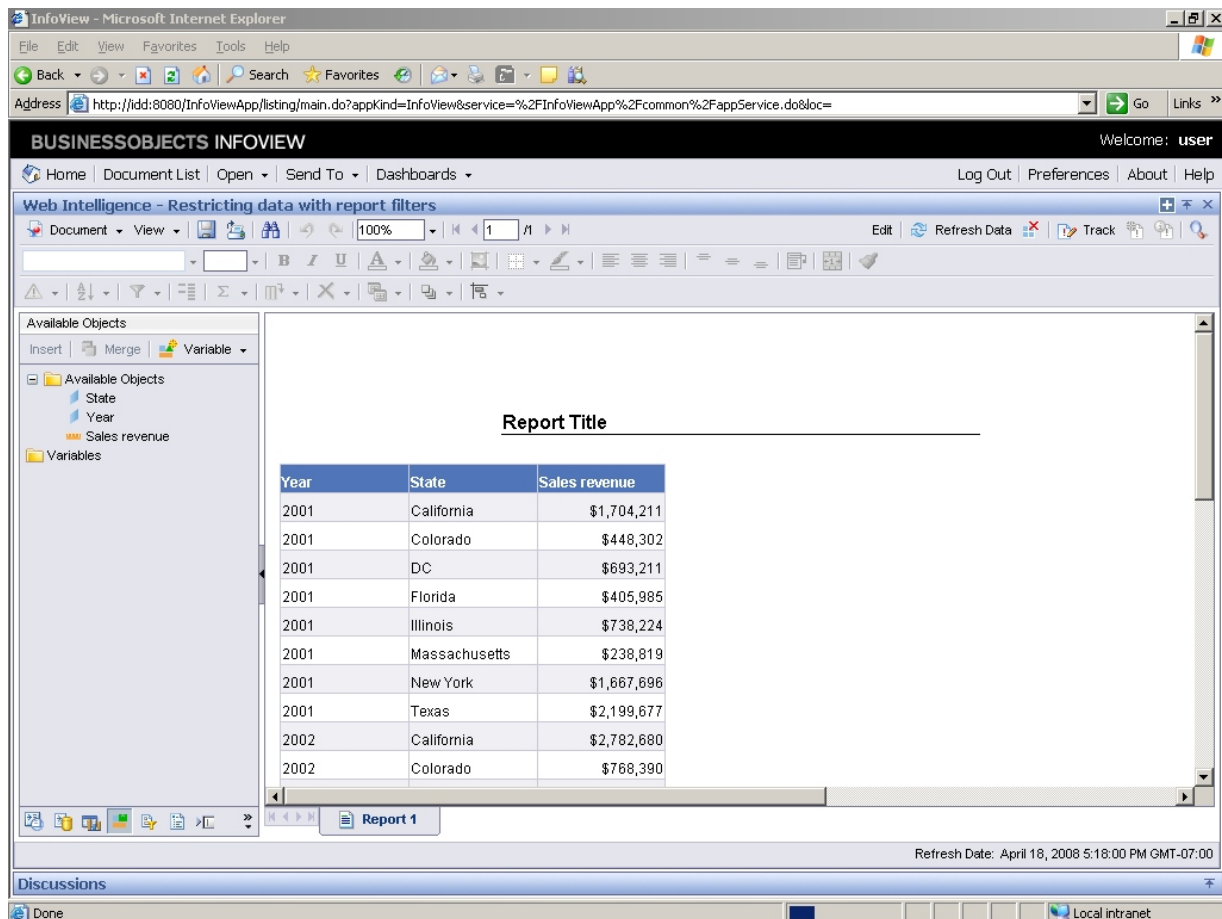


Restricting data with report filters

Procedure

1. Start the transaction using the menu path or transaction code.

Quick filter



The screenshot shows the Business Objects InfoView interface. The main window displays a report titled "Report Title" with the following data:

Year	State	Sales revenue
2001	California	\$1,704,211
2001	Colorado	\$448,302
2001	DC	\$693,211
2001	Florida	\$405,985
2001	Illinois	\$738,224
2001	Massachusetts	\$238,819
2001	New York	\$1,667,696
2001	Texas	\$2,199,677
2002	California	\$2,782,680
2002	Colorado	\$768,390

The 'Available Objects' pane on the left shows the following structure:

- Available Objects
 - State
 - Year
 - Sales revenue
- Variables

The report toolbar at the bottom includes options like 'Edit', 'Refresh Data', 'Track', and 'Report 1'. The status bar at the bottom indicates 'Refresh Date: April 18, 2006 5:18:00 PM GMT-07:00'.

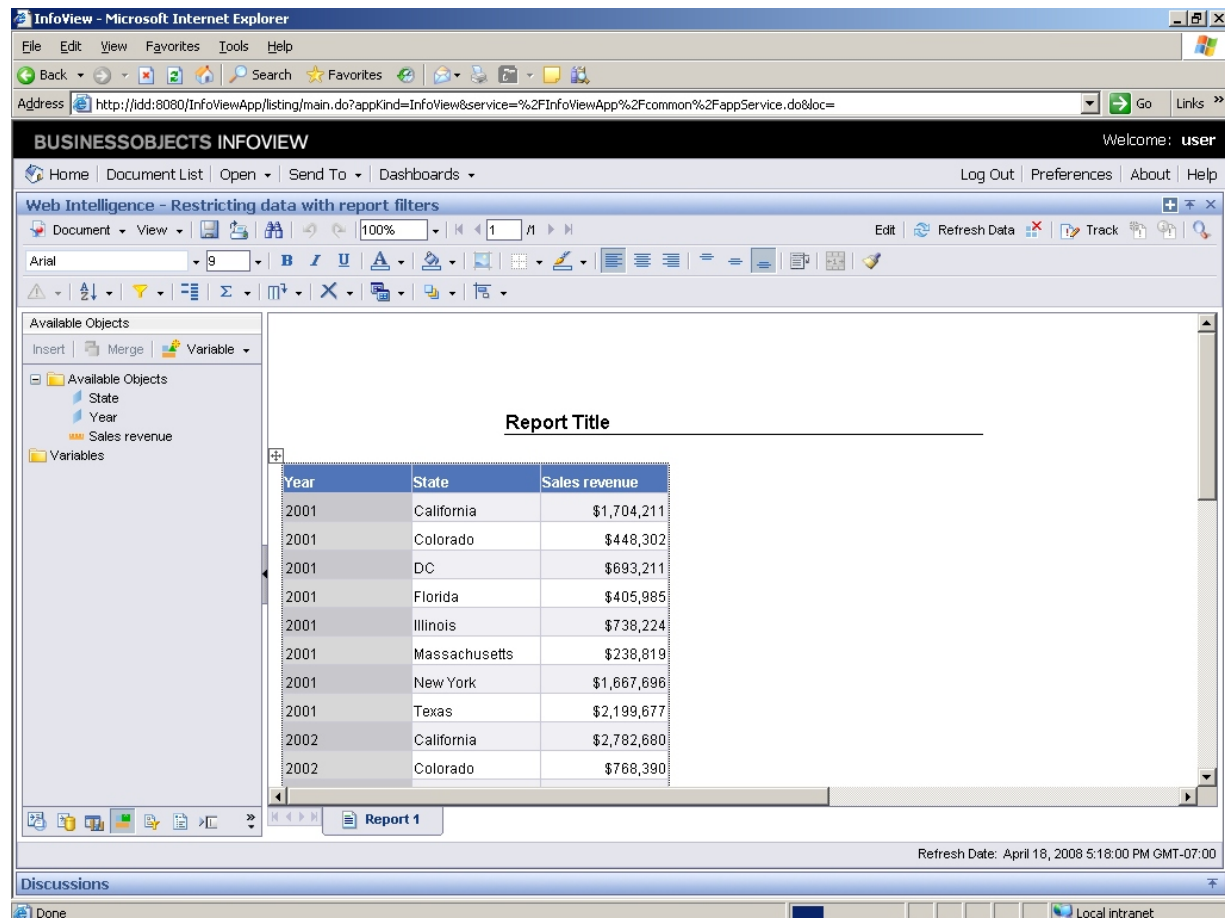
2. Click an entry in the **Year** column.

This table shows sales figures for 2001, 2002 and 2003. In this exercise, you want to filter the Year column so that the table only displays data for 2002.

To do this, you are going to apply a quick filter using the Report toolbar.

Restricting data with report filters

Quick filter



The screenshot shows the Business Objects InfoView interface. On the left, the 'Available Objects' pane lists 'State', 'Year', and 'Sales revenue'. The main area displays a report titled 'Report Title' with a table of sales revenue data. The table has columns for Year, State, and Sales revenue. The data is filtered for the year 2002, showing only two rows: California and Colorado.

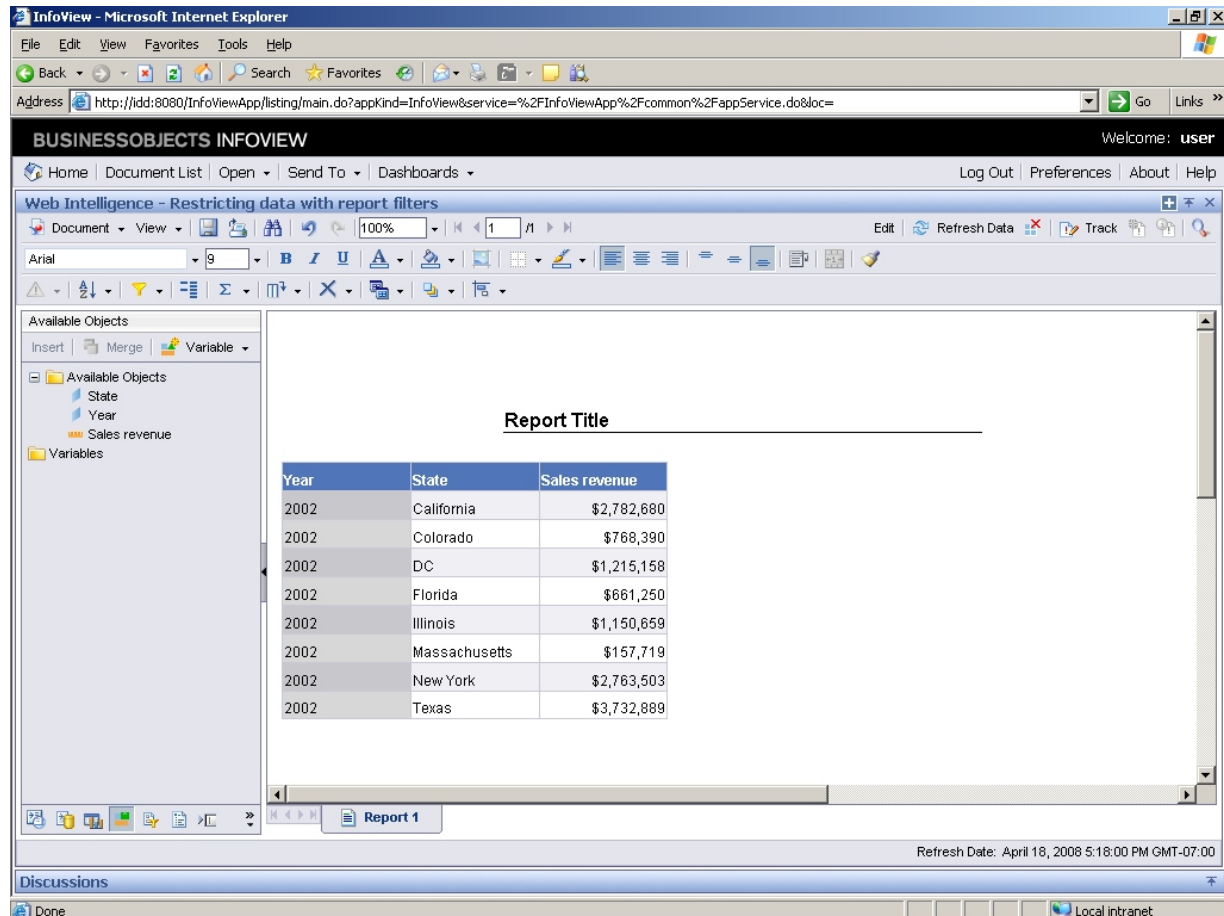
Year	State	Sales revenue
2001	California	\$1,704,211
2001	Colorado	\$448,302
2001	DC	\$693,211
2001	Florida	\$405,985
2001	Illinois	\$738,224
2001	Massachusetts	\$238,819
2001	New York	\$1,667,696
2001	Texas	\$2,199,677
2002	California	\$2,782,680
2002	Colorado	\$768,390

3. Click **Quick Filter** button .
4. Double-click the **2002** list item.
5. Click **OK**.

In the right side of the box, you can see that the filter is defined so that the Year object will only display data for 2002.

Restricting data with report filters

Document Structure and Filters



BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Web Intelligence - Restricting data with report filters

Document | View | 100% | Edit | Refresh Data | Track

Available Objects: Insert | Merge | Variable

- Available Objects
 - State
 - Year
 - Sales revenue
- Variables

Report Title

Year	State	Sales revenue
2002	California	\$2,782,680
2002	Colorado	\$768,390
2002	DC	\$1,215,158
2002	Florida	\$661,250
2002	Illinois	\$1,150,659
2002	Massachusetts	\$157,719
2002	New York	\$2,763,503
2002	Texas	\$3,732,889

Report 1

Refresh Date: April 18, 2008 5:18:00 PM GMT-07:00

Discussions

Done Local intranet

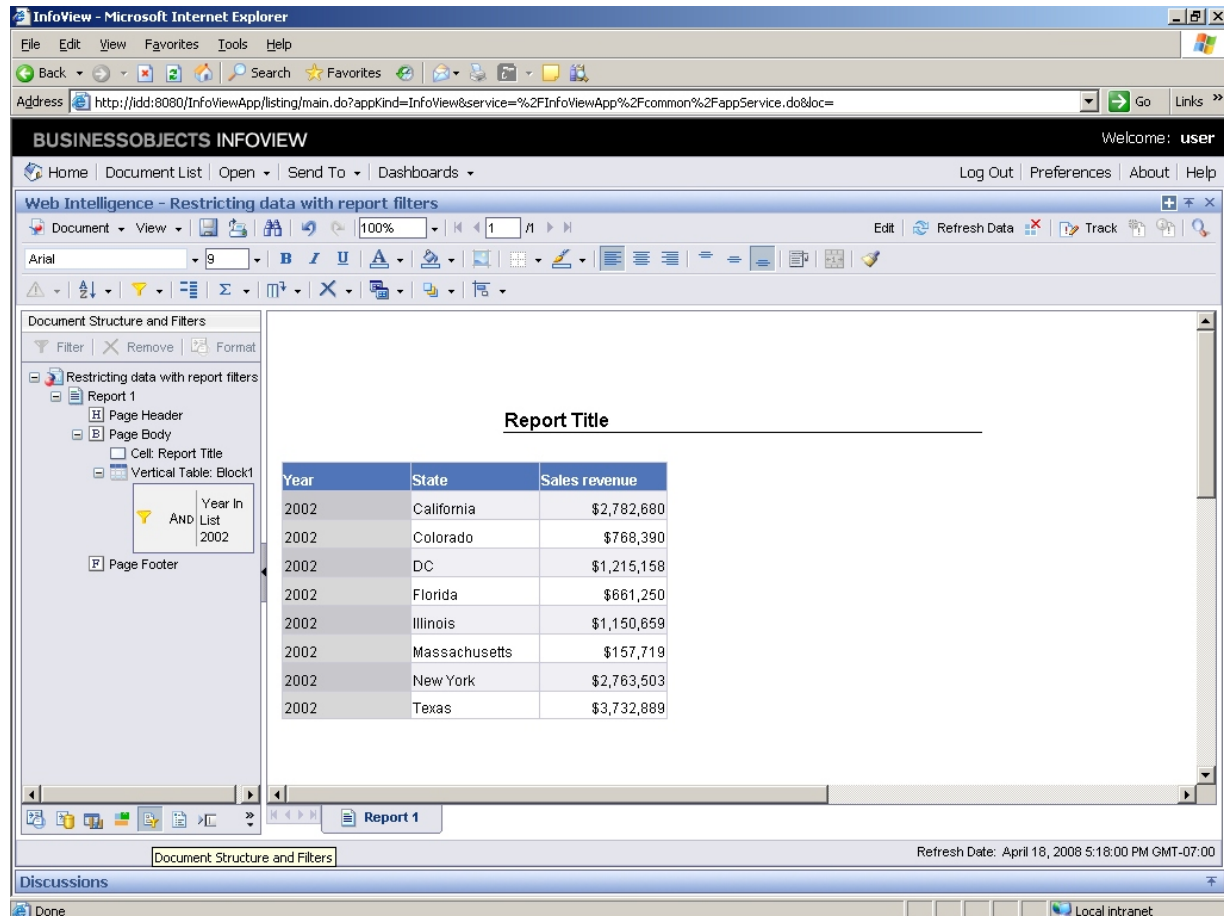
- Click the **Document Structure and Filters** panel button .

The quick filter has restricted the data so that only the year 2002 appears.

To verify if a report filter has been applied in a Web Intelligence document, you can check the Document Structure and Filters pane in the Left panel.

Restricting data with report filters

Document Structure and Filters



The screenshot shows the Business Objects InfoView application interface. On the left, the 'Document Structure and Filters' pane is expanded, showing a tree view of the report structure. The 'Filter' field is highlighted, showing a filter definition: 'Year In List 2002'. The main area displays a report titled 'Report Title' with a table of sales revenue data for the year 2002.

Year	State	Sales revenue
2002	California	\$2,782,880
2002	Colorado	\$768,390
2002	DC	\$1,215,158
2002	Florida	\$661,250
2002	Illinois	\$1,150,659
2002	Massachusetts	\$157,719
2002	New York	\$2,763,503
2002	Texas	\$3,732,889

- Click in the **filter definition** field.

The report filter and its definition appear in the document structure.

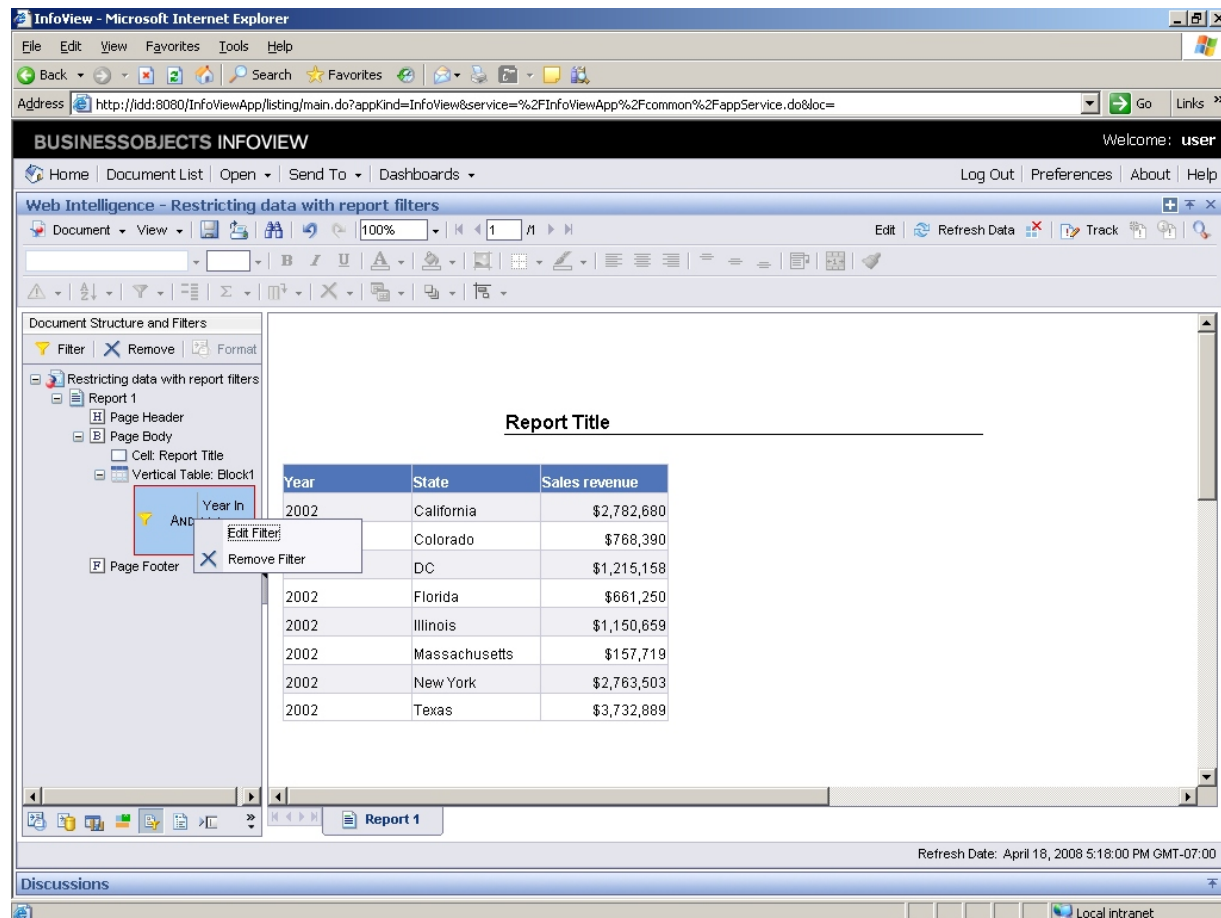
- Press [Enter] to continue.

In the application you would normally right-click in the **filter definition** field. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

Restricting data with report filters

Document Structure and Filters



The screenshot shows the Business Objects InfoView interface. The main report area displays a table titled "Report Title" with the following data:

Year	State	Sales revenue
2002	California	\$2,782,680
	Colorado	\$768,390
	DC	\$1,215,158
2002	Florida	\$661,250
2002	Illinois	\$1,150,659
2002	Massachusetts	\$157,719
2002	New York	\$2,763,503
2002	Texas	\$3,732,889

The "Document Structure and Filters" pane on the left shows the report's structure, including a filter for "Year In". A context menu is open over the filter, showing options like "Edit Filter" and "Remove Filter".

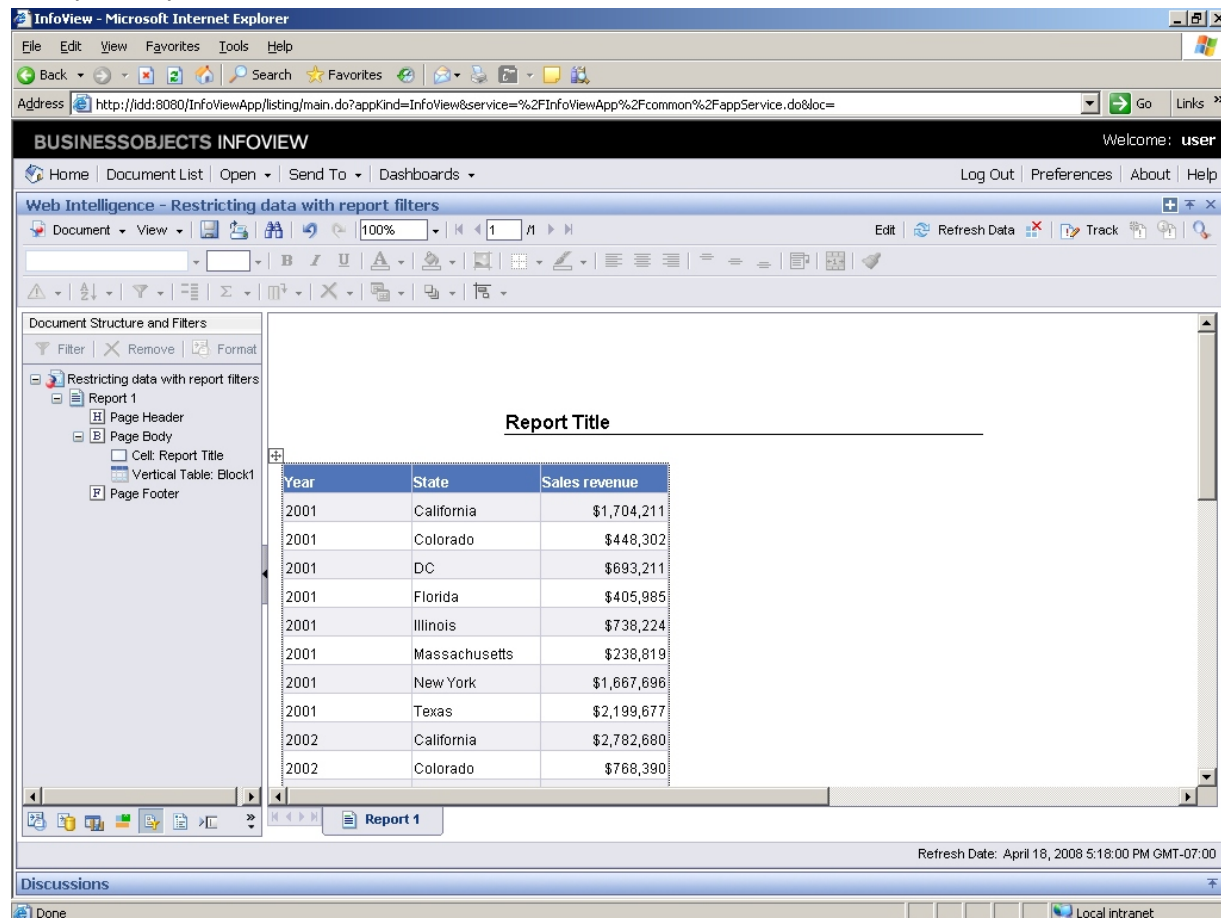
9. Click the **Remove Filter** list item.
10. Click **Yes**.
11. Press [Enter] to continue.

Removing the filter restores all the data in the report.

Press **[Enter]** to continue.

Restricting data with report filters

Complex report filter



The screenshot shows the Business Objects InfoView interface. The main window displays a report titled "Restricting data with report filters". The report content is a table with the following data:

Year	State	Sales revenue
2001	California	\$1,704,211
2001	Colorado	\$448,302
2001	DC	\$693,211
2001	Florida	\$405,985
2001	Illinois	\$738,224
2001	Massachusetts	\$238,819
2001	New York	\$1,667,696
2001	Texas	\$2,199,677
2002	California	\$2,782,680
2002	Colorado	\$768,390

The left pane, "Document Structure and Filters", shows a tree view with the following structure:

- Restricting data with report filters
 - Report 1
 - Page Header
 - Page Body
 - Cell: Report Title
 - Vertical Table: Block1
 - Page Footer

- Click the **Vertical Table: Block1** object.

Now you are going to apply a complex report filter that restricts the year data to 2002 and displays only sales revenue greater than \$2,000,000.00.

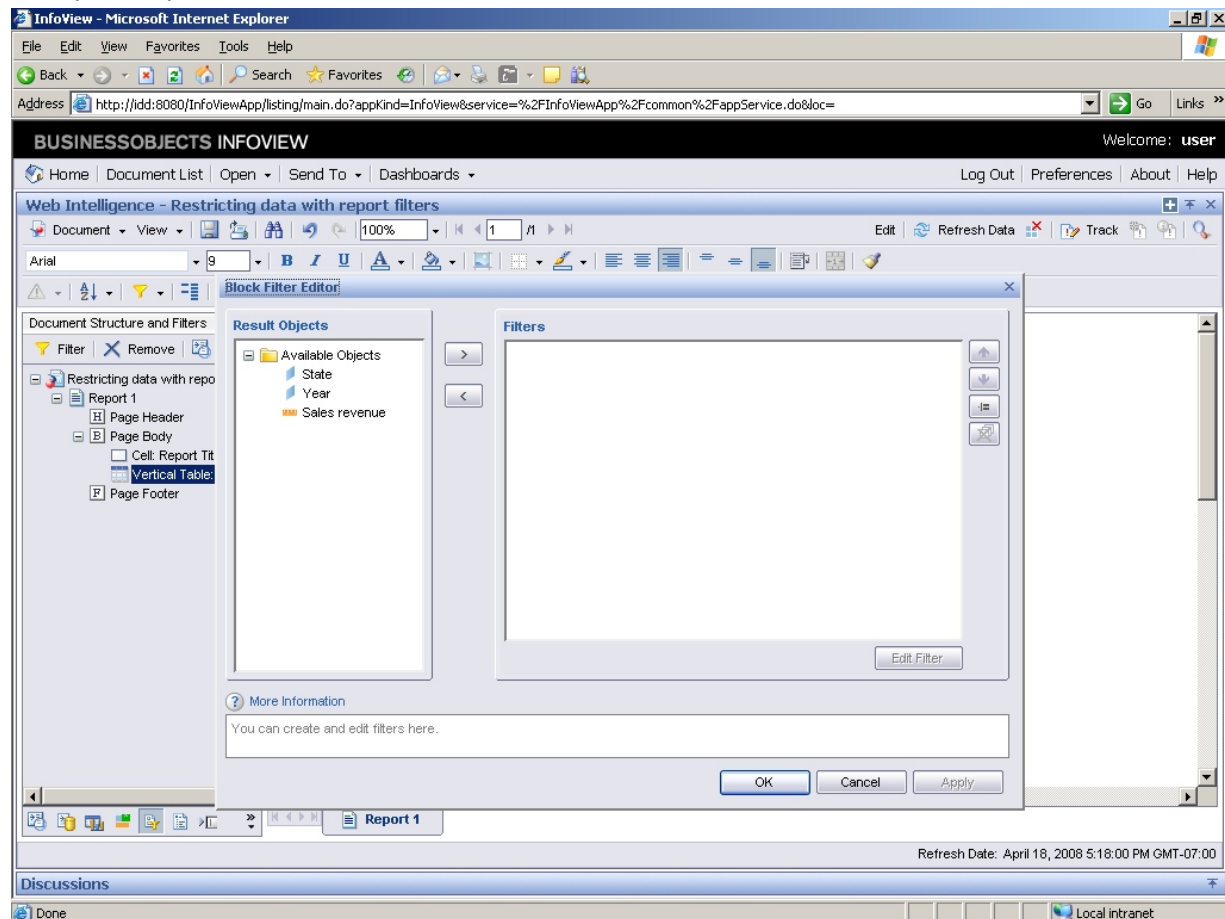
Begin the filter by selecting the table in the Document Structures and Filters pane.

- Click **Filter** .

Restricting data with report filters

Now you are going to apply a filter to display only data for 2002.

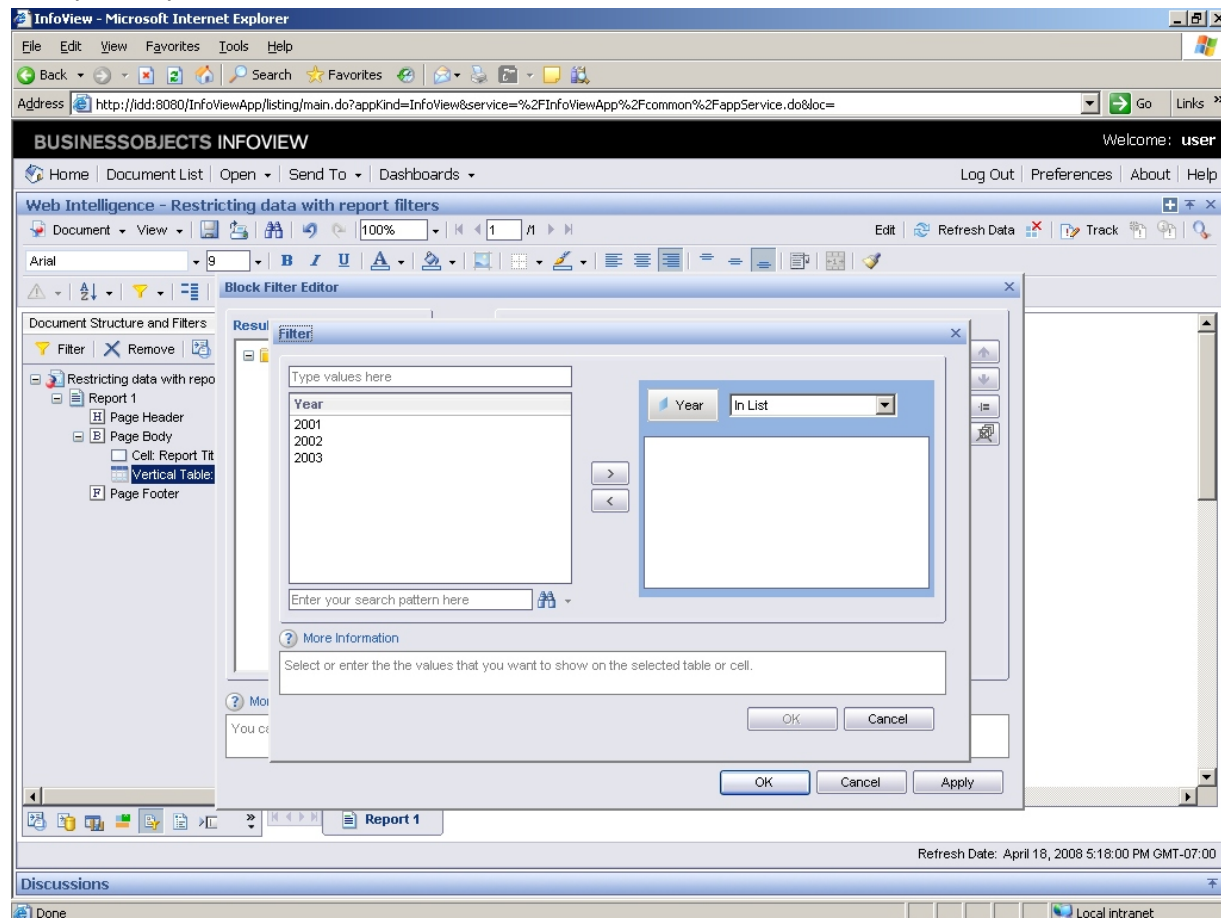
Complex report filter



14. Double-click the **Year** list item.

Restricting data with report filters

Complex report filter



15. Double-click the **Year** list item.
16. Click **OK**.
17. Click **Apply**.
18. Double-click the **Sales revenue** object.

Now you are going to define the second filter to display sales revenue greater than \$2,000,000. The second filter restricts the sales revenue values.


19. Click the **Operator** drop-down menu.

Restricting data with report filters

20. Click the **Greater than** list item.
21. As required, complete/review the following fields:

Field	R/O/C	Description
Value 1:	R	Example: 2000000

Enter the desired information into the field.

22. Click **Add** button .
23. Click **OK**.
24. Click **OK**.
25. Press [Enter] to continue.

The table now displays sales revenue greater than \$2,000,000.00 for the year 2002.

Now you want to see sales revenue that are greater than \$2,000,000.00 or any sales revenue earned in 2002.

Press **[Enter]** to continue.

26. Press [Enter] to continue.

When you combine filters, the relationship between the filters must use either the AND or the OR operator. These are known as logical operators.

The AND operator is used when both conditions defined in the two filters must be met for a value to be displayed.

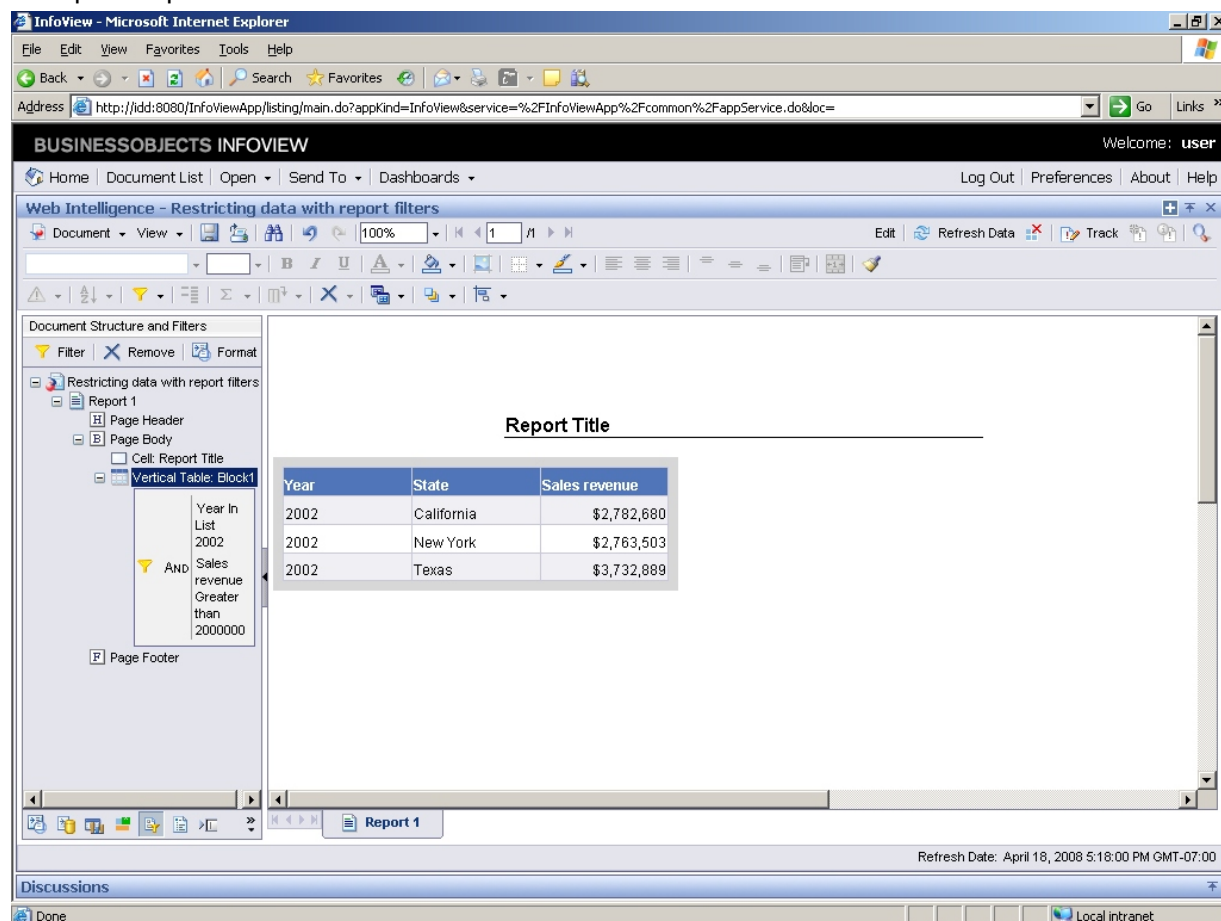
The OR operator is used when either one or the other of the conditions defined in the filters must be met.

Restricting data with report filters

In this diagram, the overlapping Area C represents the values that meet the conditions defined by both filters. Using the AND logical operator results in only rows represented by Area C being included in the table. On the other hand, if you use the OR logical operator, all rows represented by both Circles A and B will be displayed.

Press **[Enter]** to continue.

Complex report filter



The screenshot shows the Business Objects InfoView interface. The main window displays a report titled "Restricting data with report filters". The report content is a table with the following data:

Year	State	Sales revenue
2002	California	\$2,782,880
2002	New York	\$2,763,503
2002	Texas	\$3,732,889

The filter pane on the left shows the following filter definition:

- Filter: Restricting data with report filters
- Report 1
- Page Header
- Page Body
- Cell: Report Title
- Vertical Table: Block1
 - AND
 - Year In List 2002
 - Sales revenue Greater than 2000000
- Page Footer

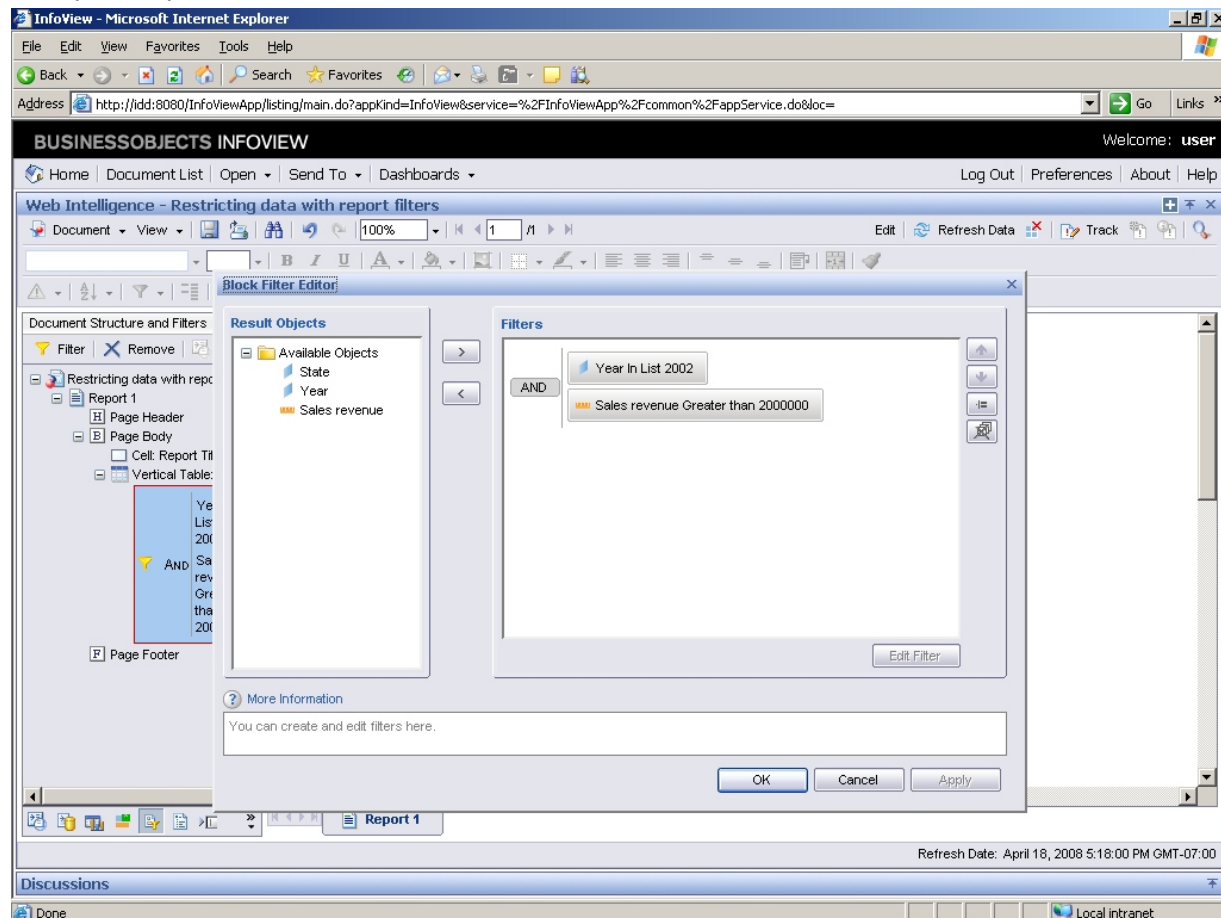
The status bar at the bottom indicates the refresh date: April 18, 2008 5:18:00 PM GMT-07:00.

27. Double-click in the **filter definition** field.

Redefine the filter to retrieve sales revenue data that is greater than \$2,000,000.00 or in the year 2002.

Restricting data with report filters

Complex report filter



28. Double-click the **AND** object.

To show the data that interests you, you need to change the operator from AND to OR.

29. Click **OK**.

30. Press [Enter] to continue.

The AND operator changes to the OR operator.

The report now displays the data defined by the filter. This includes any

Restricting data with report filters

sales revenue in 2002 and sales revenue greater than \$2,000,000.00,
from any year.

Press **[Enter]** to continue.